



# PRESENTATION SKILLS

# Overview



- Introduction to Military Briefings
- Types of Briefings
- Fundamentals of Speaking
- Briefing Format

# Introduction to Military Briefings



- Purpose
- Presentations
  - Formal
  - Informal

# Types of Briefings



- Information Briefing
- Decision Briefing
- Advocacy Briefing

# Fundamentals of Speaking



- Overcome Nervousness
  - Preparation
  - Confidence
- Establish Eye Contact
  - Initial Remarks
  - Be Deliberate

# Fundamentals of Speaking



- Speaker Appearance
  - Proper Dress
  - Good Posture
  - Facial Expressions
  - Gestures
- Visual Aids

# Fundamentals of Speaking



- Voice
  - Quality
  - Pitch
  - Volume
  - Rate of Speech

# Fundamentals of Speaking



- Speech Delivery
  - Word Choice
  - Sentence Formation
  - Pauses
  - Filler Words
  - Enunciation and Pronunciation
  - Length



# Briefing Format



- Introduction
  - Introduce Self and Topic
  - Give Credentials
  - Relevant Attention Step
- Purpose – Clearly stated purpose and explained relevance to the audience
- Overview
  - Presented Controlling Ideas clearly and logically

# Briefing Format



- Focus
  - Clear simple statement of controlling ideas and major parts.
  - Information enhanced purpose
- Relevance – Information was valuable to the audience
- Analysis
  - Developed major parts, used wide variety of supporting data that sufficiently detailed major parts

# Briefing Format



- **Sequence** – Followed overview and contributed to analysis and understanding of topic
- **Transitions** – Related previous point to next major point
- **Eye Contact** – Maintained eye contact with audience
- **Movements and Gestures** – Movements and facial expressions improved the presentation by emphasizing major points

# Briefing Format



- **Voice** – Used voice inflection to emphasize important points
- **Word Use** – Explained new terms, did not use acronyms, used inclusionary language
- **Visual Aids**
  - Presentation
  - Books
  - Video Tape (up to 2 min)

# Briefing Format



- **Summary** – Reemphasize controlling ideas, do not introduce new material
- **Closure** – Closing statement relevant to the topic such as a passage from a book or a quote
- **Time**
  - Optimum time for presentation is 12:30 to 13:30.
  - Failing (NO-GO) over 15 min or less than 11 min

# Summary



- Introduction to Military Briefings
- Types of Briefings
- Fundamentals of Speaking
- Briefing Format